

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Equipment Mechanic I (Light Duty)

BAND	GRADE	
NE	618	
DEPARTMENT: Vehicle Maintenance	ACCOUNTABLE TO: Fleet Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for the maintenance and repair of fleet vehicles. Duties include: maintaining and repairing light duty vehicles (passenger cars, pickup trucks, SUV's, vans, mini-busses) for a municipal fleet (general government, public works, fire, police, transit) including marine equipment and other support vehicles; maintaining and repairing light duty gas and diesel engines; repairing transmissions, hydraulic systems, electrical systems, brake systems, a/c systems and steering and suspension systems; troubleshooting problems with equipment; and, completing necessary paperwork.		
DISTINGUISHING CHARACTERISTICS: The Equipment Mechanic I is the second level of a five level mechanic series. The Equipment Mechanic I is distinguished from the Mechanic Aide in that the Mechanic Aide performs entry level assignments with constant oversight. It is distinguished from the Equipment Mechanic II position in that the Mechanic I is not responsible for maintaining and repairing heavy equipment, fire apparatus and heavy busses.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs maintenance on vehicles to include: replacing air, hydraulic and anti-lock brakes; repairing transmissions; repairing gas and light duty diesel engines; working on electrical systems; repairing heating and cooling systems; repairing steering and suspension systems; repairing ancillary equipment typical of municipal fleets, including lifts, light bars and lighting accessories; and, troubleshooting problems. Operates diagnostic equipment and air driven tools.	Daily	
2.	Performs preventive maintenance on vehicles and equipment by changing oil and filters, checking fluid levels, rotating tires and greasing chassis.	Daily	
3.	Performs cleanup at end of day or when job is completed by cleaning tools, putting tools in proper storage areas and sweeping floors.	Daily	
4.	Maintains maintenance records of all vehicles to include: tracking mileage, parts and work performed on vehicles.	Weekly	

New 07/07

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5.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Gas and light duty diesel internal combustion engines including electrical systems, heating and cooling systems and brake systems.

Skills (position requirements at entry):

Skill in:

- Troubleshooting, diagnosing and repairing gas and light duty diesel internal combustion engines including electrical systems, heating and cooling systems and brake systems;
- Operating tools and equipment used in repairing gas and light duty diesel engines and in performing other mechanic related duties;
- Operating equipment for testing purposes;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and seven years experience maintaining and repairing automotive equipment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;

Positions may require:

- Valid Arizona Driver's License with Commercial Endorsement
- Automotive Service Excellence Certification by the National Institute of Automotive Excellence.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Human Resources/Risk Management (jls)

Date: 07/07

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